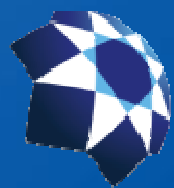




Airport Security Pass

Airport Pass Management System (APMS)

User Manual



Dubai Airports
Connecting the World

Introduction

As part of our efforts to enhance customer service and facilitate easy access to our APMS services, APMS User Manual is launched.

Before you utilize the services make sure you have read the Terms & Conditions of ASP in order to understand the procedures to apply for a pass.

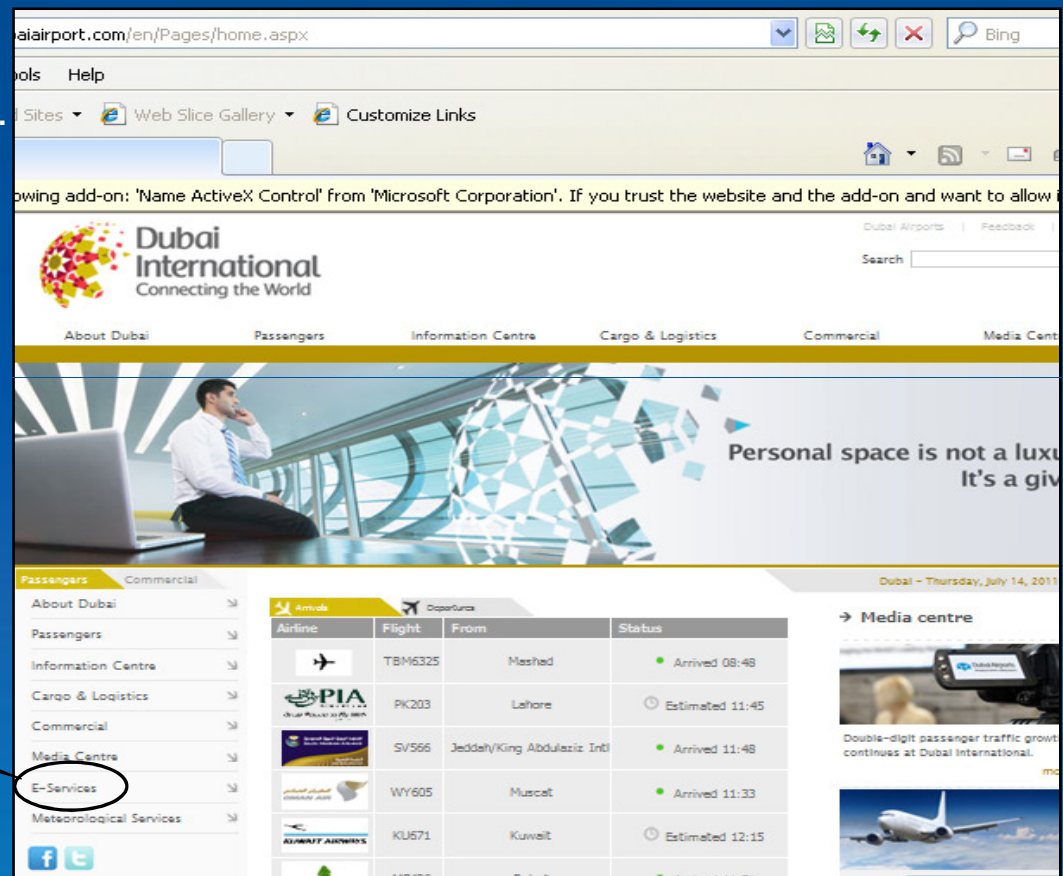
Airport Pass Management System APMS:

Is a systematic online service, that been introduced and automated to help customers apply their passes through internet which allow them to check the required document and information in order to issue their passes. Thus, help in speeding up the Procedure. Also this service helps speeding up the Processes.

Enter the website

1. First of all go to (www.dubaiairport.com).
2. Then click on “E-Service”.

Click here



Login

Enter your Username & Password to access the system then Click on “Login” .

Note :

You can only use our services after getting approval from Airport Pass Office for the company registration. Otherwise you have to contact ASP office

1. you must use the Username & Password same as the one you've chosen during the company registration.

Dubai International
Connecting the World

Dubai Airports | Feedback | العربية

Search Go

About Dubai Passengers Information Centre Cargo & Logistics Commercial Media Centre

Passengers Commercial

Airport e-Services

e-Services login

Individual registration

Company registration

Al Majlis booking

Forgot password

e-Services login

Username

Password

Login Reset

Write the username & Password

Quick Links

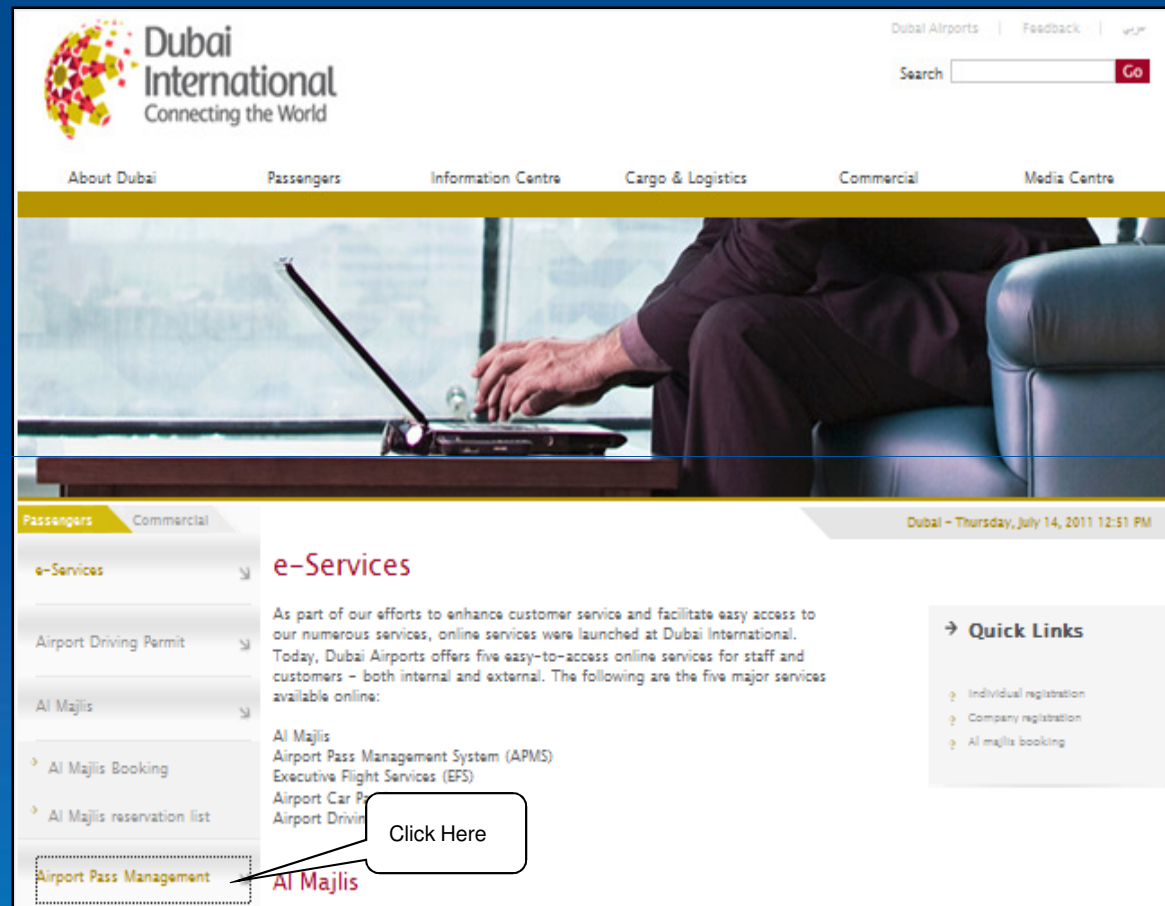
- Individual registration
- Company registration
- Al majlis booking

If you are not already subscribed/registered company, please choose the 'Company Registration' link from the left-hand side menu, and get yourself registered as a company first. Once you receive the registered username/password please come back to this page and login to the service you require.

If you are an individual who wish to register, please choose the 'Individual registration'.

Airport Pass Management System (APMS)

Once you have logged in with your user account click on “Airport Pass Management System (APMS)” to utilize the service and apply for a pass.



APMS

The screenshot displays the APMS web interface. On the left is a dark blue sidebar menu with red circular icons next to the following items: DIA Home, Services Home, New Company, Forgot Password, User Manual, APMS, Pass Transactions, APMS, Assignments, ePayment, Payment History, Messages, All Reports, View Report, Reports, Profile, and User SignIn. At the bottom of the sidebar is a red 'SignOut' button. The main content area has a light blue background. At the top left is a banner image of an airport terminal with a callout box: 'Click here if you want to use APMS in Arabic' pointing to the word 'عربي' (Arabic). Below this is a horizontal navigation bar with a callout box: 'Click here to view the home page of Dubai Airports' pointing to the 'DIA Home' link. To the right of the sidebar is a large banner image of an airport terminal with a callout box: 'Click here if you want to use another e-service' pointing to a row of circular icons. Below the banner is a callout box: 'Click here if you want to register for new company' pointing to the 'New Company' link. At the bottom left of the sidebar is a callout box: 'Click here if you forgot your password' pointing to the 'Forgot Password' link. At the bottom of the sidebar is a callout box: 'Click here to read the user manual to know the steps of applying for passes' pointing to the 'User Manual' link. The main content area features a large banner image of an airport terminal with the text 'Dubai International Airport ... Where the world connects' overlaid. At the bottom of the page, there is a copyright notice: 'Copyright © 2005 Department of Civil Aviation - Dubai'.

Click here if you want to use APMS in Arabic

Click here to view the home page of Dubai Airports

Click here if you want to use another e-service

Click here if you want to register for new company

Click here if you forgot your password

Click here to read the user manual to know the steps of applying for passes

Dubai International Airport ... Where the world connects

Copyright © 2005 Department of Civil Aviation - Dubai

APMS

The screenshot displays the APMS web interface. On the left is a dark blue sidebar menu with the following items:

- عربي
- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual
- APMS**
- Pass Transactions
- APMS
- Assignments
- ePayment
- Payment History
- Messages
- APMS Reports
 - Workflow Report
 - Pass Report
- Profiles**
- Company User Signon
- Edit Profile
- Change Password
- SignOut

The main content area features a banner with the text "Dubai International Airport... Where the world connects" and a collage of airport images. Several callout boxes provide instructions:

- "Click here to apply for the passes" points to the "Pass Transactions" menu item.
- "Click here to view all assignment in your system for passes" points to the "Assignments" menu item.
- "Click here if you want to pay the fees through the website" points to the "ePayment" menu item.
- "Click here to view all the payments you did through online" points to the "Payment History" menu item.
- "Click here to view the messages and memos from ASP" points to the "Messages" menu item.

APMS

The screenshot displays the APMS web interface. On the left is a dark blue sidebar menu with white text and red circular icons. The main content area has a light blue background with a large banner image of an airport terminal. Several callout boxes with white backgrounds and black text are overlaid on the interface, pointing to specific menu items or features.

Callout Boxes:

- Click here to view the reports even through Workflow Report OR Pass Report** (points to the 'APMS Reports' section in the sidebar)
- Click here to signup for another user** (points to the 'Company User SignUp' link in the sidebar)
- Click here if you would like to edit on companies' or your profile** (points to the 'Edit Profile' link in the sidebar)
- Click here if you would like to change your password** (points to the 'Change Password' link in the sidebar)
- Click here to Sign out/logout from the system** (points to the 'SignOut' link in the sidebar)

Sidebar Menu Items:

- عربي
- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual
- APMS**
- Pass Transaction
- APMS Assignment
- ePayment
- Payment History
- Messages
- APMS Reports**
- Workflow Report
- Pass Report
- Profiles**
- Company User SignUp
- Edit Profile
- Change Password
- SignOut

Banner Text: Dubai International Airport ... Where the world connects

To Apply for a New Pass (for a person who doesn't have data in the system).

Step 1:

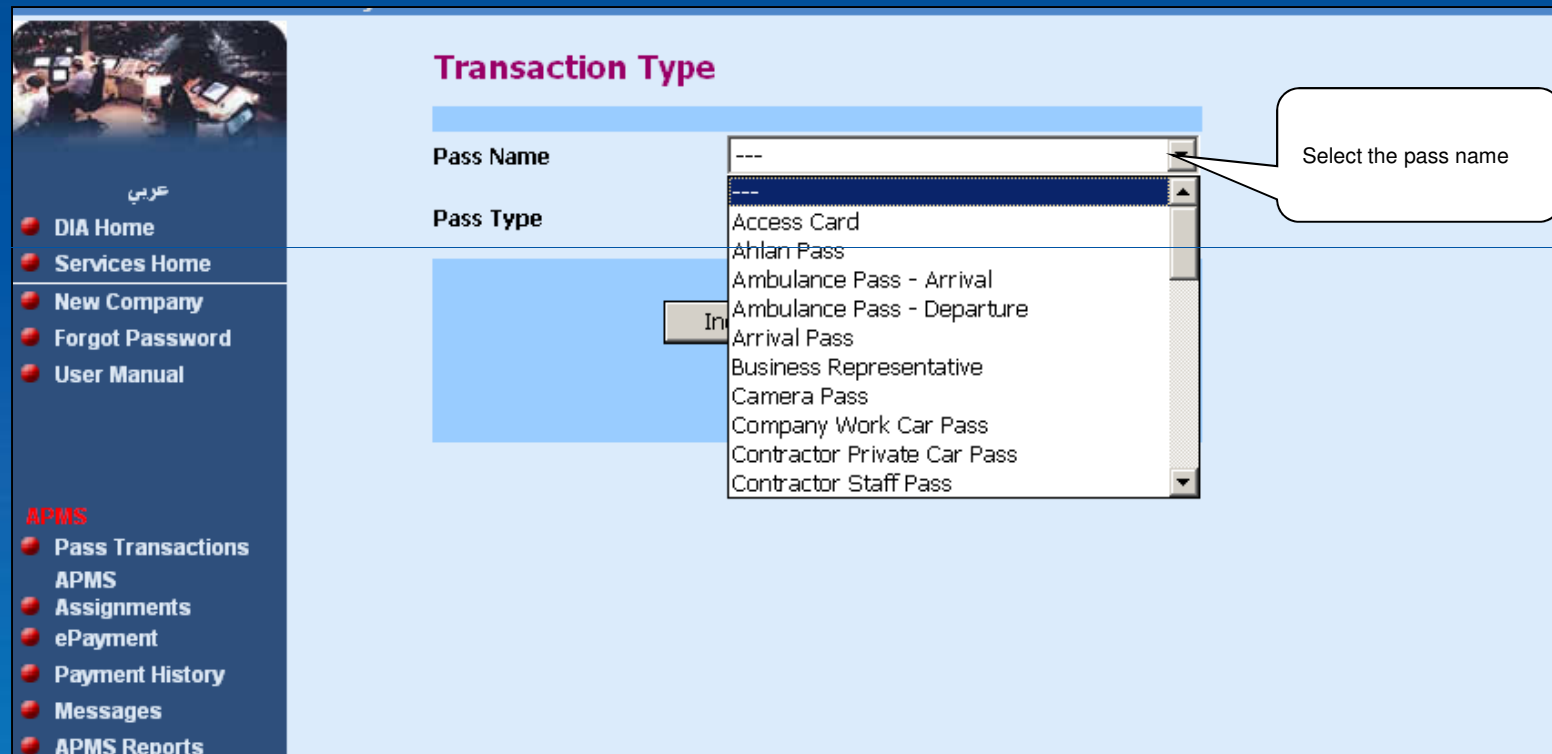
Click on Pass Transaction



Step 2:

From the drop down list choose the pass you need to apply for.

Note: if you apply for a person for the first time, you should choose Temporary Pass



The screenshot shows a web application interface for the APMS (Airport Pass Management System). On the left is a dark blue sidebar with a menu. The top of the sidebar has a small image and the word 'عربي' (Arabic). Below it are links: 'DIA Home', 'Services Home', 'New Company', 'Forgot Password', and 'User Manual'. A red header 'APMS' is followed by links: 'Pass Transactions', 'APMS', 'Assignments', 'ePayment', 'Payment History', 'Messages', and 'APMS Reports'. The main content area has a light blue background. At the top, it says 'Transaction Type' in red. Below this are two labels: 'Pass Name' and 'Pass Type'. The 'Pass Type' label is next to a dropdown menu that is open, showing a list of pass types. A callout box with an arrow points to the dropdown menu with the text 'Select the pass name'. The dropdown list includes: 'Access Card', 'Ahlan Pass', 'Ambulance Pass - Arrival', 'Ambulance Pass - Departure', 'Arrival Pass', 'Business Representative', 'Camera Pass', 'Company Work Car Pass', 'Contractor Private Car Pass', and 'Contractor Staff Pass'.

Transaction Type

Pass Name

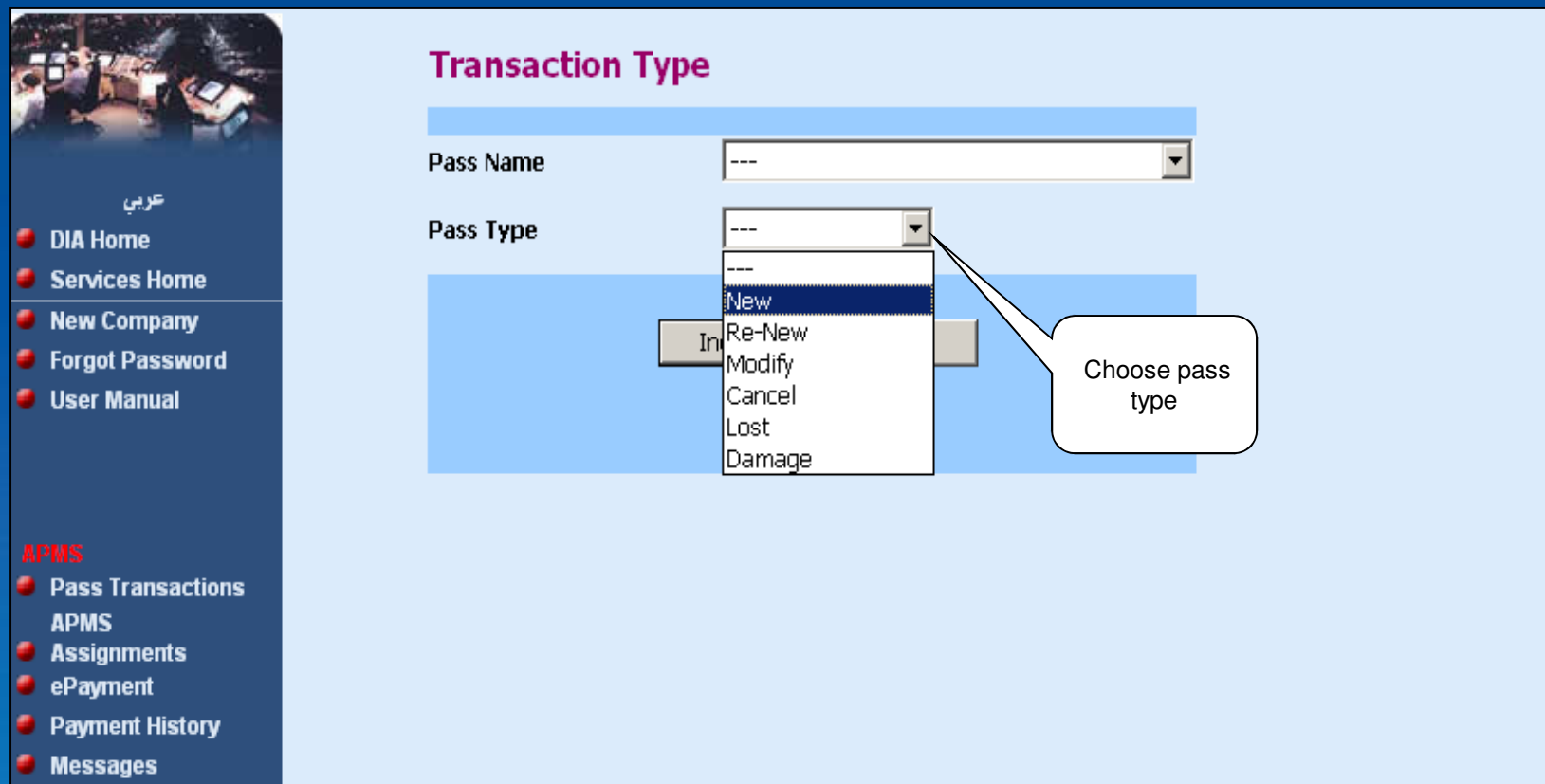
Pass Type

Select the pass name

- Access Card
- Ahlan Pass
- Ambulance Pass - Arrival
- Ambulance Pass - Departure
- Arrival Pass
- Business Representative
- Camera Pass
- Company Work Car Pass
- Contractor Private Car Pass
- Contractor Staff Pass

Continue of Step 2:

Select the **Pass Type** required



The screenshot shows a web application interface for selecting a pass type. On the left is a dark blue sidebar with a header image and a list of links. The main content area is light blue and titled 'Transaction Type'. It contains two dropdown menus: 'Pass Name' and 'Pass Type'. The 'Pass Type' dropdown is open, showing a list of options: 'New', 'Re-New', 'Modify', 'Cancel', 'Lost', and 'Damage'. A callout box points to the 'Pass Type' dropdown with the text 'Choose pass type'.

Transaction Type

Pass Name: ---

Pass Type: ---

Choose pass type

APMS

- Pass Transactions
- APMS
- Assignments
- ePayment
- Payment History
- Messages

Step 3:

If the person's details are already exist, follow the steps below:

1. Go to "Search Purpose Only" to search for information based on specific data request, choose (one) field only and fill it with data required. e.g. you can search for person's details by Passport Number.
2. Then click on Search. (if the person has no data in the system, then please fill in the pass holder details)

Note:

- ☐ Please make sure you read Data Entry instructions to be able to fill in the Pass Holder Details

Search Purpose Only

Pass No

Passport

Nationality

English Name

Display Name (Arabic)

Pass Holder Details

Personal Data

Division

Job Title (Arabic)

Job Title (EN)

Manager Name

Arabic Name

English Name

Display Name (English)

Display Name (Arabic)

Nationality

Previous Nationality

Gender ☒ Male ☐ Female

Date of Birth

Place of Birth

Mother Name

Mother Previous Nationality

Mother Current Nationality

Father Name

Father Previous Nationality

Father Current Nationality

Membership No

StaffId

Emirates National Id

Navigation Links:

- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual
- APMS
- Pass Transactions
- APMS Assignments
- ePayment
- Payment History
- Messages
- APMS Reports
- Workflow Report
- Pass Report
- Profiles
- Company User Sign In

Continue of Step 3:

1. Fill out all fields required then click on **Save**.
2. Once you're done, a message will appear saying "Data successfully saved" as you can see in the below screenshots.

Note:

- ❑ If the page is not saved, it means some fields are not filled in (make sure all fields are filled in)

The screenshot shows a web form titled 'Change Password' with a sidebar containing 'SignOut'. The main form is divided into several sections: 'Visa Details' (Visa Type, Visa No, Sponsor, Profession, Visa Issued Place, Visa Issued date, Visa Expiry date), 'Passport Details' (Passport Type, Passport No, Passport Issue Date, Passport Expiry Date, Passport Issued Place), 'Residence Detail' (Locate, Area, Residence, POBox, Phone, Fax, Mobile, Email), 'Contact Person Details' (Contact name, Nationality, Address, Mobile Number for Person 1, 2, 3), and 'License Details' (Type, Age, Registration, Valid till, Vehicle Registration Date, Vehicle Category, License No, License Issue Date, Vehicle Model, Plate No, Vehicle reg Expiry Date, License Issue Place, License Expiry Date). At the bottom of the form are 'Save', 'Next', and 'Exit' buttons. A callout bubble points to the 'Save' button with the text 'Click on Save'.

This screenshot shows a confirmation message 'Data successfully saved' in blue text. Above the message are fields for 'License No', 'License issue Date', and 'License Expiry Date'. Below the message are 'Save', 'Next', and 'Exit' buttons. At the bottom right, it says 'Copyright © 2005 Department of Civil Aviation - Dubai'.

Continue of Step 3:

After you click on Save, please click on Next to take you to the next page

Note: you can change OR edit on any field in the form, even after saving it

Passport Expiry Date				
Passport Issued Place		gyrfgh		
Residence Detail				
Emirate	Dubai	Phone	5520999 - 050	
Area	ند الشبا	Fax	5520999 - 050	
Residence	Flat	Mobile	5520999 - 050	
POBox	12	Email		
Contact Person Details				
	Contact name	Nationality	Address	Mobile Number
Person 1	suhaila	Latvia	دبی	موظف ر
Person 2	fatma	Georgia	دبی	موظف
Person 3	tariq	Canada	دبی	موظف
Vehicle Details				
Vehicle Type	CMC	Vehicle Model	Veryca	
Plate Type	احمر فضی برتقالی	Plate No	لا يوجد	
Vehicle Registration issued at	مركبة خفيفة	Vehicle reg Expiry Date		
Vehicle Registration Date		License Issue Place	الشارقة	
Vehicle Color	ابيض اخضر اصفر	License Expiry Date		
License issue Date	لا يوجد			
<div>Click here</div>				
<div>SaveNextExit</div>				
Data successfully saved				
Copyright © 2005 Department of Civil Aviation - Dubai				

Step 4:

In this page you have to do the following:

1. Choose the airport
2. Choose the area.
3. Choose Pass Duration.

E.g. (1 to 30 days) one month pass, first you choose the issue date, then select the period.

Note: you can change the expiry date but not exceeding the period you selected.

The screenshot shows the 'Temporary Staff Pass' web application. The interface includes a sidebar menu on the left with options like 'DIA Home', 'Services Home', 'New Company', 'Forgot Password', 'User Manual', 'APMS', 'Pass Transactions', 'APMS Reports', 'Workflow Report', 'Pass Report', 'Profiles', 'Company User SignUp', 'Edit Profile', 'Change Password', and 'SignOut'. The main content area is titled 'Temporary Staff Pass' and contains a 'Pass Details' section with fields for 'Using For Airport' (set to 'Dubai International Airport(DIA)'), 'Display Name (Arabic)' (set to 'طارق محبوب على'), 'Nationality' (set to 'Bosnia'), and 'Job Title'. Below this is a 'Show Areas' section with a grid of checkboxes for various airport areas, including 'All area', 'All Gate', 'AMIA Fuel Farm Gate', 'AMIA super gate', 'Arrival Immigration', 'Arrival Luggage', 'Arrival Service', 'Cargo Gate', 'Catering Gate', 'Departure Immigration', 'Departure Luggage', 'DHL Gate', 'EK Eng Gate', 'Emira', 'FedEx Gate', 'Flowe', 'Gate 8', 'Gate 5', 'Lands', 'Runway', and 'Suppl'. A callout points to the 'Show Areas' section with the text '1. select area'. Below the 'Show Areas' section is a 'Hide Areas' section with radio buttons for 'Yes' and 'No'. A callout points to the 'Hide Areas' section with the text '2. You can change the issue date & the exp. date'. The 'Pass Issue' section includes a date field (set to '08/06/2011'), a dropdown for 'Period(Months)' (set to '--Select Pass Period--'), and another date field (set to '06/06/2012'). A callout points to the 'Save' button at the bottom right with the text '3. Click on Save'. The 'Save' button is located at the bottom right of the form, next to an 'Exit' button.

Choose which airport

1. select area

2. You can change the issue date & the exp. date

3. Click on Save

Continue of Step 4:

Once you saved the pervious page, click on Attachments button

User Manual		<input type="checkbox"/> Arrival Luggage	<input type="checkbox"/> Arrival Service	<input type="checkbox"/> Cargo Gate
		<input type="checkbox"/> Catering Gate	<input type="checkbox"/> Departure Immigration	<input type="checkbox"/> Departure Luggage
		<input type="checkbox"/> DHL Gate	<input type="checkbox"/> EK Eng Gate	<input type="checkbox"/> Emirates Crew Gate
		<input type="checkbox"/> Emirates Flying School Gate	<input type="checkbox"/> FedEx Gate	<input type="checkbox"/> Flower Center Gate
		<input type="checkbox"/> Free Zone Gate	<input type="checkbox"/> Gate 8	<input type="checkbox"/> Gate13
		<input type="checkbox"/> Gate3	<input type="checkbox"/> Gate5	<input type="checkbox"/> Ramp Area
		<input type="checkbox"/> Runway	<input type="checkbox"/> Terminal	
APMS	Area			
<input type="checkbox"/> Pass Transactions				
<input type="checkbox"/> APMS				
<input type="checkbox"/> Assignments				
<input type="checkbox"/> ePayment				
<input type="checkbox"/> Payment History				
<input type="checkbox"/> Messages				
<input type="checkbox"/> APMS Reports				
<input type="checkbox"/> Workflow Report	Request Areas	+ All area		
<input type="checkbox"/> Pass Report	Old Area	+ All area		
<input type="checkbox"/>	Official Duty	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Profiles	Official Uniform	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> Company User SignUp	Pass Issue	<input type="text" value="21/06/2008"/>		
<input type="checkbox"/> Edit Profile	Period(Months)	<input type="text" value="36"/>		
<input type="checkbox"/> Change Password	Pass Expiry	<input type="text" value="20/06/2011"/>		
<input type="checkbox"/> SignOut	Comments / Remarks	<input type="text"/>		
		<div>Click here</div>		
		<div>Save Attachments Exit</div>		

Step 5: Attachment Page

How to attach the documents and photos.

1. Click on Browse to attach documents
2. Click on Browse to attach photo.
3. Click on Save.
4. Click on the Photo Option to verify the photo selection.
5. Click the Set Photo.
6. Click Next.

The screenshot shows the 'Add Attachments' page. On the left is a sidebar with a logo and navigation links: DIA Home, Services Home, New Company, Forgot Password, User Manual, APMS, Pass Transactions, APMS Assignments, ePayment, Payment History, Messages, APMS Reports, Workflow Report, and Pass Report. The main area has two sections: 'Document File(.tif) (Passport copy etc)' and 'Photo File(jpg.)'. Each section has a text input field and a 'Browse...' button. A note states 'File size should be less then 1 Mb'. Below these are 'Save', 'Next', and 'New' buttons. At the bottom right are 'Set Photo' and 'Cancel' buttons. A table on the right shows existing attachments.

Document	Type	Created Date
pp_30...	image/jpeg	25/03/2008

Callouts:


- 1. Click on Browse to add the document
- 2. Click on Browse to add the photo and then click on Save
- 3. Click on Set Photo
- 4. Click on next after saving the attachments.

Note:

- Make sure to scan the photo as jpeg file and documents as tiff file
- You cannot delete any attachment saved by mistake OR old attachment.
- The document should be less than 1MB.

APMS Assignments

1. After saving the transaction, go to Assignment , you will find the pass there
2. Click on details to view the pass layout and details
3. If you wish to make any changes or amendment on the form details, click on Edit




عربي

















- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual

Click here to view pass details

- APMS
- Pass Transactions
- APMS
- Assignments
- ePayment
- Payment History
- Messages

Assignments

Pass No	Pass Type	Name
	<input type="text"/>	<input type="text"/>
Click here for any changes		

Details	Edit	Title	TransactionDate	Sender	
		New-Permanent Staff Pass-Protocol public & Relations-sara ali mohamed	21/06/2008	mahboob	✓
		New-Contractor Private Car Pass-Protocol public & Relations-Sara Ali Mohd	11/06/2008	mahboob	✓
		New-Diplomatic Representative-Protocol public & Relations-Sara Ali Mohd	11/06/2008	mahboob	✓
		New-Government Representative-Protocol public & Relations-Sara Ali Mohd	11/06/2008	mahboob	✓
		New-Business Representative-Protocol public & Relations-Sara Ali Mohd	11/06/2008	mahboob	✓
		New-Contractor Truck Pass-Protocol public & Relations-243655	10/06/2008	mahboob	✓
		New-Contractor Staff Pass-Protocol public & Relations-Sara Ali Mohd	10/06/2008	mahboob	✓
		New-Working Car Pass Inside Airport-Protocol public & Relations-99966	10/06/2008	mahboob	✓

Assignments Detail Information:

Here you can see all details, view attachments and workflow history

Note:

if you would like to keep application in the assignment click on Un Reserve

The screenshot displays a web application interface for managing pass assignments. The browser window title is "http://172.24.193.51/InternetAPMS/IPassAssignments.aspx - Microsoft Internet Explorer provided by Welcome To Dca Internet Servi". The address bar shows "http://172.24.193.51/InternetAPMS/IPassAssignments.aspx".

Assignments Detail Information

Process Type	: Modify
Pass No	: 340504
Arabic Name	: سارة علي محمد
English Name	: Sara Ali Mohd Humad
Nationality	: United Nation
Job Title	: موظف استقبال
Company	: Protocol public & Relations
Area	: Gate13 - Gate3 - Ramp Area - Runway - Terminal
Official Duty	: Yes
Official Uniform	: Yes
Issue Date	: 24/12/2007
Pass Expiry	: 22/12/2010
Comments / Remarks	: للتجربة فقط

Permanent Staff Pass

Send to: [Dropdown menu]

Sender Comments: Comments By MAHBOOB - New PSP Pass Created.

Comments: [Text area]

On the right side, there are links: [Pass Holder details](#), [View Pass Attachments](#), [Workflow History](#), and a button [Un Reserve](#).

Callouts indicate: "You can check details" pointing to the links, "You can view history" pointing to the Workflow History link, and "You can view attachments" pointing to the View Pass Attachments link.

Send the application

After you make sure all details are correct,

Click on “Send To” and choose “Pass Officer Group”.

Note: if you need anything specific, you can write it down in the comment box

Make sure to write the reason of Modify and Damage.

http://172.24.193.51/InternetAPMS/IPassAssignments.aspx - Microsoft Internet Explorer provided by Welcome To Dca Internet S

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://172.24.193.51/InternetAPMS/IPassAssignments.aspx

Forgot Password User Manual

APMS

- Pass Transactions
- APMS
- Assignments
- ePayment
- Payment History
- APMS Reports
 - Workflow Report
 - Pass Report

Profiles

- Company User SignUp
- Edit Profile
- Change Password

SignOut

Job Title : موظف استقبال

Company : Protocol public & Relations

Area : Gate13 - Gate3 - Ramp Area - Runway - Terminal

Official Duty : Yes

Official Uniform : Yes

Issue Date : 24/12/2007

Pass Expiry : 22/12/2010

Comments / Remarks : للتجربة فقط

Permanent Staff Pass

Send to: [Dropdown menu showing 'Pass Officer Group']

Sender Comments: New PSP Pass Created.

Comments: [Text area for comments]

Send Task To Group

History of Pass Exit

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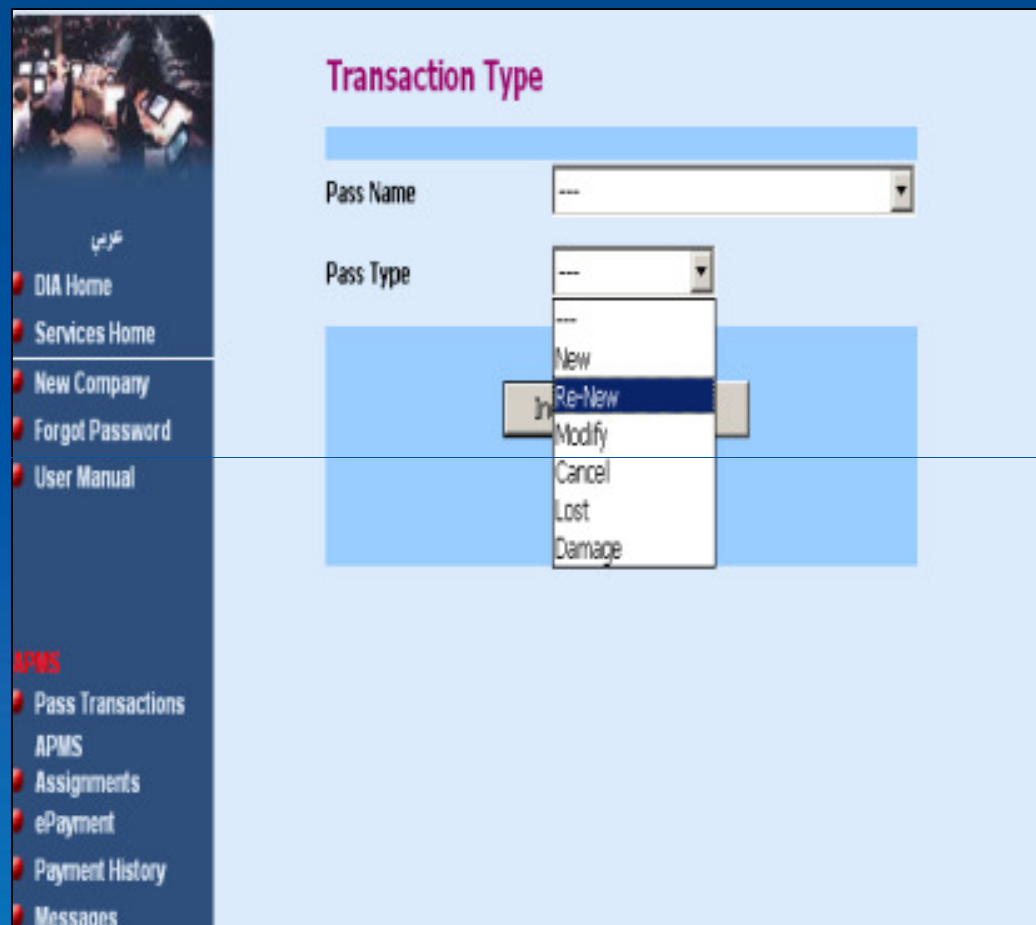
Callouts:

- Select the pass officer group
- Write comments
- Click on Send Task To Group

Pass Types

In order to apply for pass which has been applied before on the system, you have to take the following steps:

1. Click on Pass Transaction
2. Select the pass name.
3. Select from the Pass Type list:
 - ☐ **Renewal** : to renew expired passes.
 - ☐ **Modify** : to update any data in the valid printed pass.
 - ☐ **Cancel** : delete pass from the system in case of resigning, moving to another company, or dead .
 - ☐ **Lost** : in case of loosing the pass .
 - ☐ **Damaged** : in case of damaged pass



Apply for Renew/Modify/Lost/Damaged Pass

1. Select the Pass Process
2. Select the pass type
3. Search with the Pass No. OR Passport No.
4. Click on Inquiry

The screenshot displays the APMS web interface. On the left is a dark blue sidebar with a menu. The top of the sidebar has a logo and the word 'عربي' (Arabic). Below it are links: 'DIA Home', 'Services Home', 'New Company', 'Forgot Password', and 'User Manual'. Further down, under the 'APMS' heading, are links for 'Pass Transactions', 'Assignments', 'ePayment', 'Payment History', 'Messages', and 'APMS Reports'. At the bottom of the sidebar are 'Workflow Report' and 'Pass Report'. A red 'Problems' link is at the very bottom. The main content area has a light blue background. At the top, it says 'Enter the criteria for Search'. Below this is a form with several fields: 'Pass Process' (a dropdown menu set to 'Re-New'), 'Pass Type' (a dropdown menu set to 'Permanent Staff Pass'), 'Pass No' (a text input field with a red arrow pointing to it), 'Old Pass Id' (a text input field), 'Display Name (Arabic)' (a text input field), 'Passport' (a text input field with a red arrow pointing to it), 'Plate No' (a text input field), 'Pass Issue' (a text input field), and 'Pass Expiry' (a text input field). At the bottom of the form are two buttons: 'Inquiry' and 'Exit'. A white callout box with a black border points to the 'Inquiry' button, containing the text 'Click here'.

عربي

- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual

APMS

- Pass Transactions
- Assignments
- ePayment
- Payment History
- Messages
- APMS Reports
- Workflow Report
- Pass Report

Problems

Enter the criteria for Search


Pass Process	Re-New
Pass Type	Permanent Staff Pass
Pass No	<input type="text"/>
Old Pass Id	<input type="text"/>
Display Name (Arabic)	<input type="text"/>
Passport	<input type="text"/>
Plate No	<input type="text"/>
Pass Issue	<input type="text"/>
Pass Expiry	<input type="text"/>

Click here

Continue of: Apply for Renew/Modify/Lost/Damaged Pass

Once you click on Inquiry the following page will appear to you with details of the person as you see in the screen shot.

1. Click on the yellow icon.
2. Update the fields.
3. Follow the steps from page 13 to page 20.

Pass Id	Pass Type	Name	Issue Date	Pass Expiry	
272248	Temporary/Staff Temp. Staff	MOHD SULAIMAN HALOUM	07/06/2007	03/12/2007	

1

Exit

Returned Pass:

1.If the pass is rejected OR contains incorrect data, or attachments are not clear, it will be returned back again into your system, and will be appeared with Pink Color.

2.Click on Details to see the comments and check why it is returned back to you

3.Click on Edit to make the changes required

The screenshot displays the DIA Pass Management System interface. On the left is a sidebar menu with options: DIA Home, Services Home, New Company, Forgot Password, APMS (Pass Transactions, APMS, Assignments, ePayment, Payment History, APMS Reports, Workflow Report, Pass Report), Profiles (Company User SignUp, Edit Profile, Change Password), and SignOut. The main area shows a table of passes with columns: Pass No, Pass Type, Name, Details, Edit, Title, TransactionDate, and Sender. One pass is highlighted in pink, indicating it is rejected. Below the table is a button labeled 'Exit'.

Pass No	Pass Type	Name	Details	Edit	Title	TransactionDate	Sender

					Rejected -New-Temporary/Staff Temp. Staff-protocol&public- يوسف	03/04/2007	tyosef
					New-Temporary/Staff Temp. Staff-protocol&public-TARIQ YOUSUF MOHD	28/03/2007	mahboob
					New-Laptop Pass-protocol&public-TARIQ MAHBOOB ALI MUSABBEH	10/09/2006	mahboob

1

Exit

تصريح عمل مؤقت

12/06/2011 : تاريخ الإصدار
09/09/2011 : تاريخ الانتهاء
: ملاحظات
: سبب الدخول

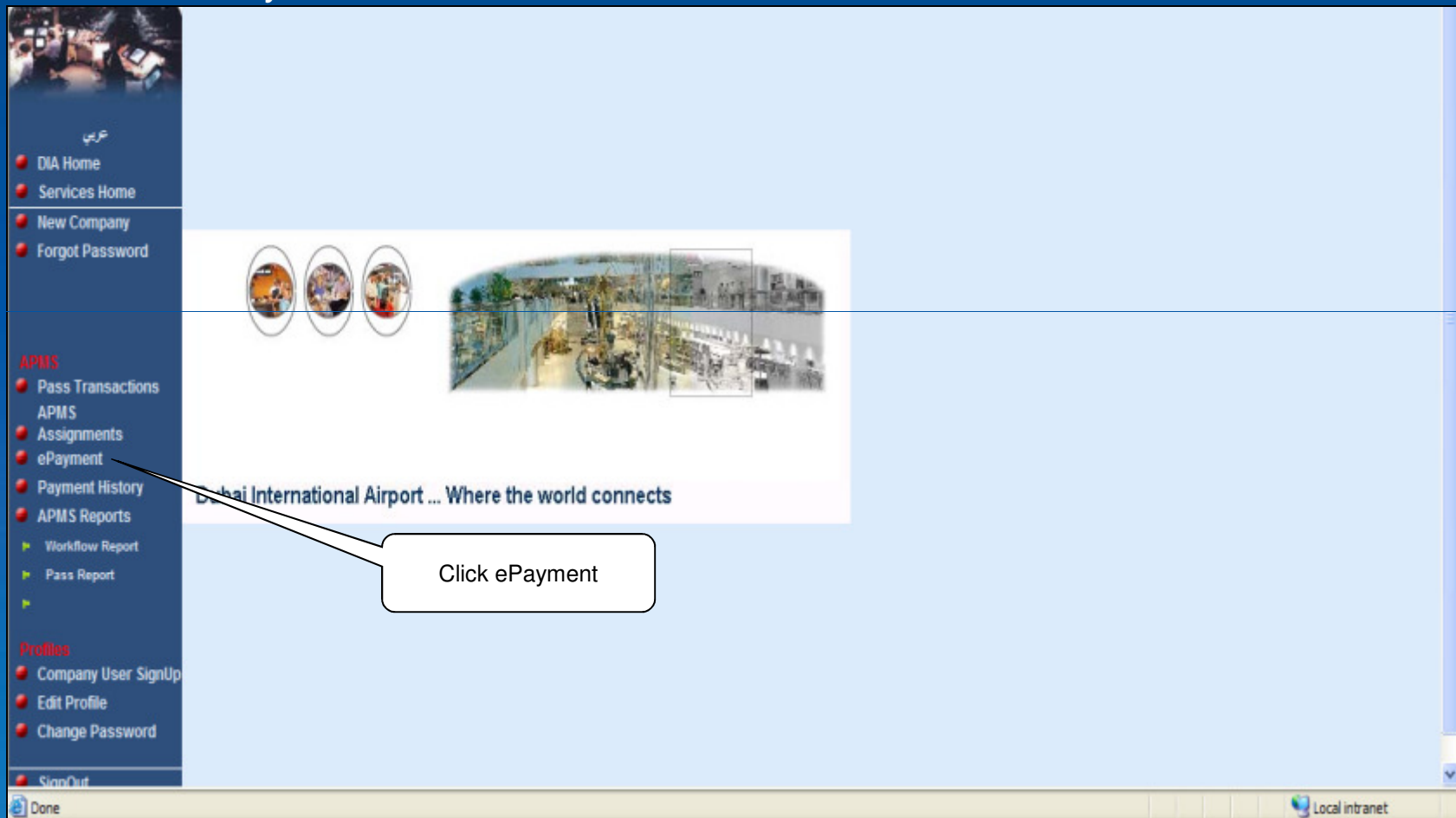
المستلم
- اختر المستلم -
- Comments By NASEEMA asp interview
ملاحظات المرسل

See comments here

E-payment steps

Step 1:

Click on the e-Payment link.



E-payment steps

Step 2

1. Search for the pass by pass ID, or Passport No. or English name
2. Choose the pass you're going to pay for from the list (one pass only).
3. Click Continue

Passes ready For Payment [View payment history](#)

Pass Id

Passport No

English Name

Select	Service Code	Amount	Pass No.	Expiry Date	Issue Date	Process Type	Pass Type	Pass No
<input type="radio"/>	634	150	3	24-Jun-2007	27-Mar-2007	Equipment Pass	Re-New	259448
<input type="radio"/>	764	150	3	24-Jun-2007	27-Mar-2007	Temporary/Staff Temp. Staff	Re-New	259446

1

Select one pass from the list

E-payment Steps (through Credit Card)

Step 3:

1. Select the Payment method:
 - A. E-Dirham.
 - B. Credit Card.
2. Click on “Pay Now” button.

Important Note: Please do not use the “back” button of your browser to return to this page after giving credit card details.

The screenshot displays the 'Following Passes are selected for e-Payment' section. It includes a table with the following data:

Pass No	Process Type	Duration	Amount
259448	Re-New	3	160

Below the table, it states 'Total : 160'. A 'Payment Method' dropdown menu is open, showing options: '-Select Payment Method-', '-Select Payment Method-', 'Credit Card', and 'e-Dirham'. A callout box points to the dropdown with the text 'Choose the payment method'. Below the dropdown are 'Exit' and 'Pay Now' buttons. A red warning message reads: 'Important : Please do not use the back button of your browser to return to this page after giving credit card details'.

E-payment Steps

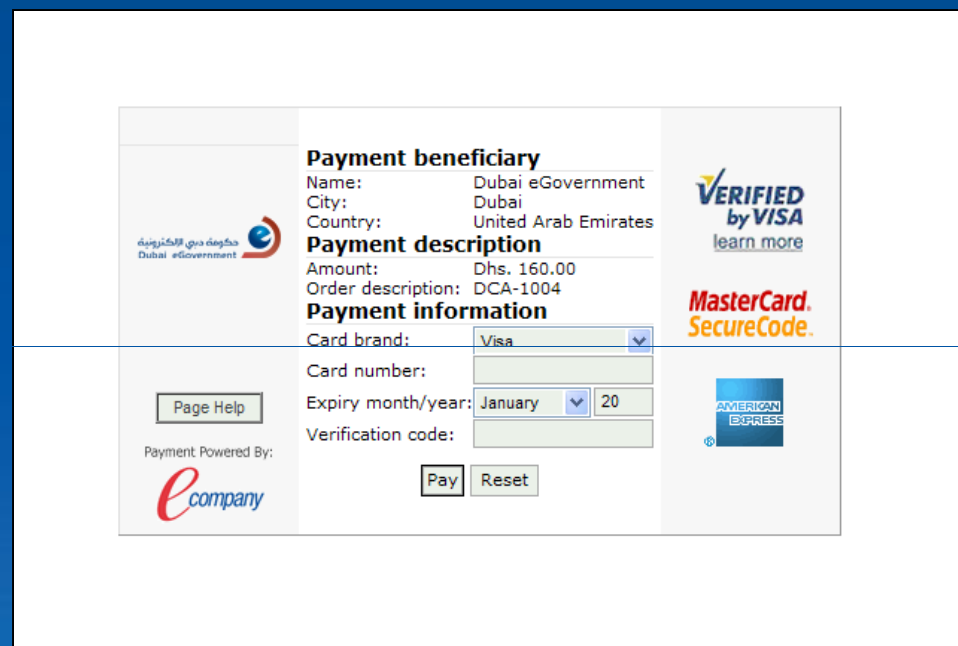
Step 4:

You will be redirected to the Dubai e-Government website.



E-payment steps (through Credit Card)

If you select the method of payment by Credit Card then the following page will appear to you as shown in the print screen shot, then You have to fill in your credit card details.



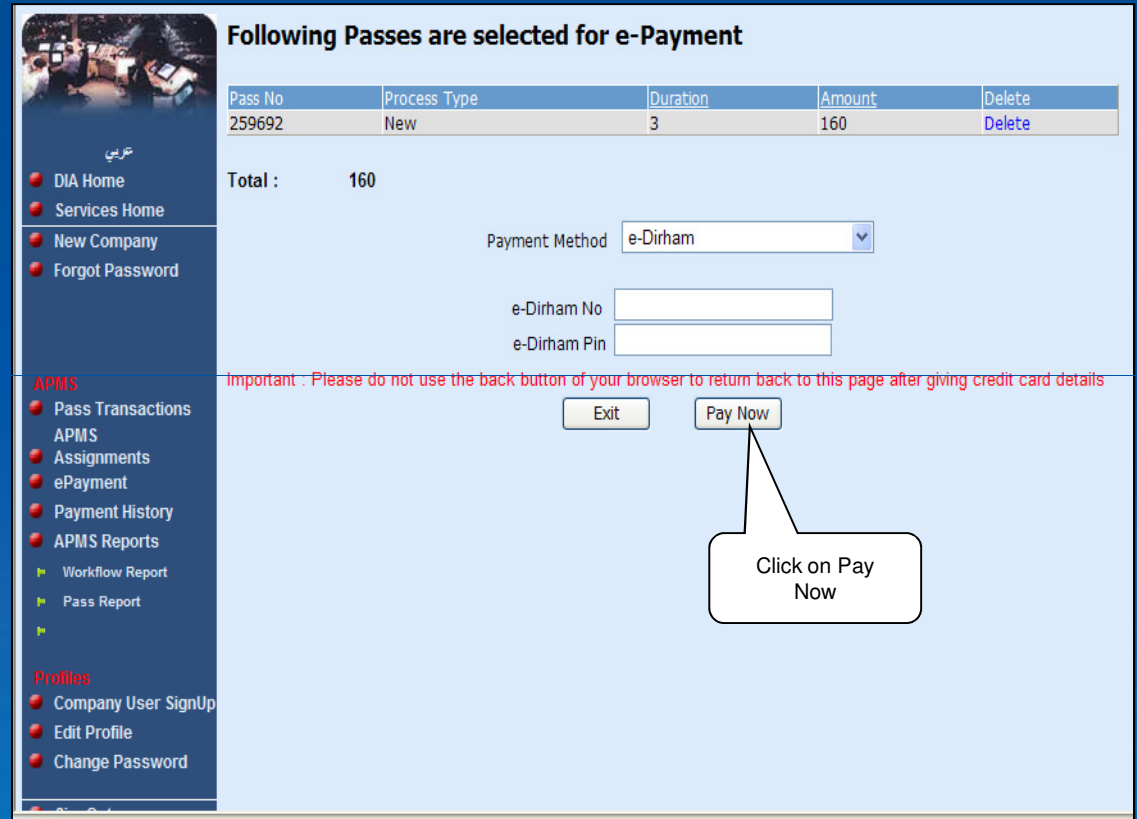
The screenshot displays the Dubai eGovernment payment interface. On the left, the Dubai eGovernment logo is visible. The main content area is divided into sections: 'Payment beneficiary' (Name: Dubai eGovernment, City: Dubai, Country: United Arab Emirates), 'Payment description' (Amount: Dhs. 160.00, Order description: DCA-1004), and 'Payment information' (Card brand: Visa, Card number: [input field], Expiry month/year: January 20, Verification code: [input field]). A 'Page Help' button is located below the logo. The bottom left corner features the 'e company' logo and the text 'Payment Powered By:'. The bottom right corner contains 'Pay' and 'Reset' buttons. On the far right, there are logos for 'VERIFIED by VISA', 'MasterCard SecureCode', and 'AMERICAN EXPRESS'.

Important Note: Please do not use the “back” button of your browser to return to this page after giving credit card details.

E-payment Steps (through e-Dirham)

1. If you select the method of payment by e-Dirham, write your e-Dirham No. and e-Dirham Pin Code and then click on Pay Now

Important Note: Please do not use the “back” button of your browser to return to this page after giving credit card details.



The screenshot displays the e-Dirham payment interface. On the left is a sidebar menu with options: DIA Home, Services Home, New Company, Forgot Password, APMS (Pass Transactions, APMS, Assignments, ePayment, Payment History, APMS Reports, Workflow Report, Pass Report), and Profiles (Company User SignUp, Edit Profile, Change Password). The main area is titled 'Following Passes are selected for e-Payment' and contains a table:

Pass No	Process Type	Duration	Amount	Delete
259692	New	3	160	Delete

Below the table, the 'Total' is 160. The 'Payment Method' is set to 'e-Dirham'. There are input fields for 'e-Dirham No' and 'e-Dirham Pin'. A red warning message states: 'Important : Please do not use the back button of your browser to return back to this page after giving credit card details'. At the bottom are 'Exit' and 'Pay Now' buttons. A callout box points to the 'Pay Now' button with the text 'Click on Pay Now'.

E-payment Steps (Payment Receipt)

After you finish the payment steps, a payment receipt will show up on the screen with all details.

Print the receipt and Make sure your bring it with you to the Pass Office

إيصال الدفع Payment Receipt

Receipt No :	0000001-1029-07	رقم الإيصال :
Date :	12/03/2007	تاريخ الإيصال :
Payment Time :	01:48:17	وقت الإيصال :
Company Name	دائرة الطيران المدني	اسم الشركة :
Total Amount :	110 A.E.D	المبلغ :
Payment Method :	Credit Card	طريقة الدفع :
eGov No :	123	رقم المعاملة :

رقم التصريح	نوع التصريح	تاريخ الإصدار	تاريخ الانتهاء	اسم التصريح	حامل التصريح	المبلغ
228000	جديد	27/02/2007	21/02/2008	بطاقة مدرسة الامارات للطيران	test	110

Pass Payments History

If you would like to view all payments you've done through online, click on "Payment History".

Note: You can reprint the payment slip whenever you would like to.

The screenshot shows a web application titled "Pass Payments History". On the left is a dark blue sidebar menu with a list of options: "DIA Home", "Services Home", "New Company", "Forgot Password", "User Manual", "APMS" (highlighted in red), "Pass Transactions", "APMS", "Assignments", "ePayment", "Payment History" (highlighted in red), and "Messages". A callout box points to "Payment History" with the text "Click here for payment history". The main content area has a light blue background. At the top, the title "Pass Payments History" is displayed. Below it is a table with the following headers: "Service Code", "Amount", "Pass Duration", "Expiry Date", "Issue Date", "Process Type", "Pass Type", "Pass No", and "Print". A callout box points to the title with the text "Pass Payment History will show you all the e-payment". Below the table headers is a large empty space and an "Exit" button.

Pass Payments History

Pass Payment History will show you all the e-payment

Service Code	Amount	Pass Duration	Expiry Date	Issue Date	Process Type	Pass Type	Pass No	Print
--------------	--------	---------------	-------------	------------	--------------	-----------	---------	-------

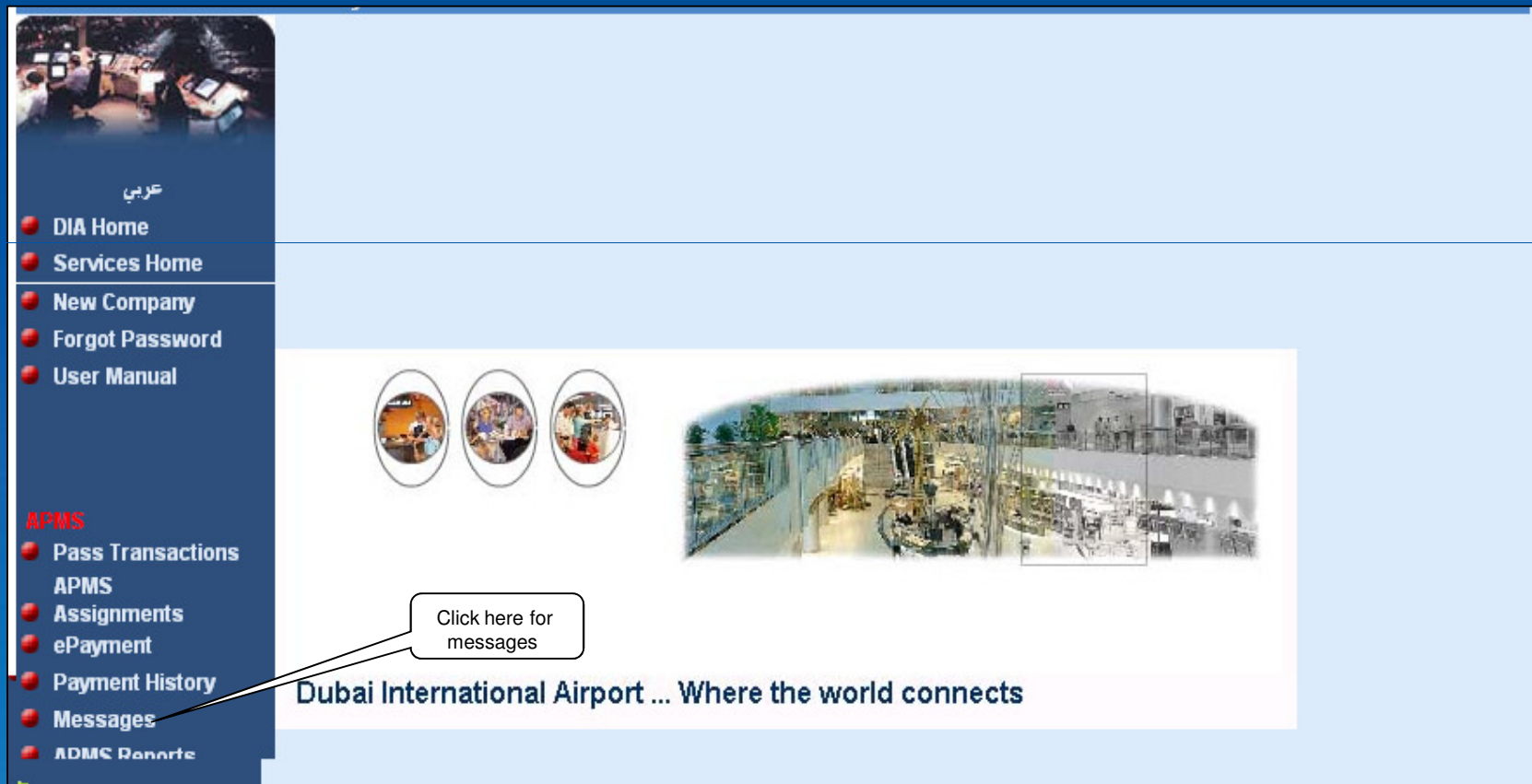
Exit

Click here for payment history

Message

In this page you can view/read messages sent from the ASP office

“Please note that you can’t reply back to these messages”.



View Message

Welcome to APMS Manual, Today's Date is 05 June 2011

Internal Messagin System

New Reply Forward Delete

Inbox

Inbox Outbox

Click on View to read the message

Select	View	Sender	Date	Subject	Priority
<input type="checkbox"/>	View	Airport Security Pass Office	02/05/2011 12:25:56	تحديث عملية الدخول الى موقع مطارات دبي (برنامج التصاريح الامنية /رخصة السوافة)	Normal
<input type="checkbox"/>	View	Airport Security Pass Office	02/05/2011 11:32:56	The e- Services link updated (APMS, ADP) in DI website www.dubaiairport.com /برنامج ادارة دبي (برنامج التصاريح الامنية /رخصة السوافة بالمطار)	High
<input type="checkbox"/>	View	Airport Security Pass Office	08/03/2011 14:55:32	Official opening of new pass office in AMIA-DWC	High
<input type="checkbox"/>	View	Airport Security Pass Office	13/02/2011 09:28:24	Airport Security Pass Office Hours	High
<input type="checkbox"/>	View	Airport Security Pass Office	27/12/2010 13:52:15	Official opening of new pass office in Terminal 2	Urgent
<input type="checkbox"/>	View	Airport Security Pass Office	27/12/2010 12:44:57	Airside Vehicle Pass	Urgent
<input type="checkbox"/>	View	Airport Security Pass Office	21/10/2010 13:22:59	Airside Vehicle Permits	Normal
<input type="checkbox"/>	View	Airport Security Pass Office	12/10/2010 08:42:39	Airport Security Pass Rules & Regulations - قوانين وأنظمة التصاريح الأمنية	High

تجريبي

- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual

APMS

- Pass Transactions
- APMS Assignments
- ePayment
- Payment History
- Messages
- APMS Reports
- Workflow Report
- Pass Report

View Message

View Message..

Reply Forward Close

Message No	99
Sender	Airport Security Pass Office / admin
Send To	هيثم مصطفى حميد , qader_dnata , qader_el , FAHAD MUSLIM , FAHAD MUSLI
Sending date	02/05/2011 12:25:56
Attach 1	Microsoft Word - Updated Web Page Arabic.pdf
Attach 2	
Subject	(تحديث عملية الدخول الى موقع مطارات دبي (برنامج التصاريح الامنية / رخصة السوافة)
Priority	Normal

Click Here to view the attached document

You can read the subject

You can read the message/memo

Body

(مرفق خطوات الدخول الى موقع مطارات دبي (برنامج التصاريح الامنية / رخصة السوافة)

Close

عربي

- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual

APMS

- Pass Transactions
- APMS
- Assignments
- ePayment
- Workflow Report
- Pass Report

Profiles

- Company User SignUp
- Edit Profile
- Change Password

SignOut

Once you click on the attachments, it will open the document and you can read it as shown below.



APMS Reports

Workflow Report:

To check the pass status:

1. click on “Workflow Report” and search by one of the fields shown in the screen shot.
2. Then click on inquiry.

Click workflow Report

The screenshot shows the 'Pass Status Query' interface. On the left is a sidebar menu with the following items: 'DIA Home', 'Services Home', 'New Company', 'Forgot Password', 'User Manual', 'APMS', 'Pass Transactions', 'APMS', 'Assignments', 'ePayment', 'Payment History', 'Messages', 'APMS Reports', 'Workflow Report', and 'Pass Report'. A callout box points to 'Workflow Report' with the text 'Click workflow Report'. The main area is titled 'Pass Status Query' and contains several input fields: 'Pass Type' (with a dropdown showing '---'), 'Pass Id', 'Display Name (Arabic)', 'English Name', 'Passport', 'Visa', 'Vehicle Plate No', 'Receipt No', and 'Status' (with a dropdown showing 'Approved'). Below these fields are 'Inquiry' and 'Exit' buttons. A callout box points to the 'Inquiry' button with the text 'Click on Inquiry'. Another callout box points to the 'Display Name (Arabic)' field with the text 'Fill in one of the fields'. The 'Status' dropdown is open, showing options: 'Approved', '--Select Pass Status --', 'Approved', 'Rejected', 'Pending', and 'Cancelled'.

Note: You can also view all the passes via the status. For example, if you choose the status Approved, it will show you all approved passes for your company. Or you can view the passes via the Pass Type.

Workflow Report

Once you click on Inquiry, it will take you to “**Search Results**” page, where you can view the selected query.

To view the pass details, click on “Pass Archive”

تربوي

DIA Home

Services Home

New Company

Forgot Password

User Manual

APMS

Pass Transactions

APMS

Assignments

ePayment

Payment History

Messages

APMS Reports

Workflow Report

Pass Report

Search Results

Pass Process	Pass Id	Pass Type	Name	Issue Date	Passport	Pass Archive
Modify	562805	Camera Pass		18/10/2010		
Re-New	391376	Permanent Staff Pass	ALI HASSAN ABDULLA ALJANAHI	22/07/2008	A1365446	
New	391705	Permanent Staff Pass	Tahani Mohamed Ibrahim	24/07/2008	A1263677	
New	400277	Permanent Staff Pass	Ibtisam Juma Masood	21/08/2008	A1353348	
New	401466	Permanent Staff Pass	MUNA ALI AHMED	26/08/2008	A1032619	
Re-New	432793	Permanent Staff Pass	BABIKER ABDALLA MOHAME KHIER	25/12/2008	188211	
Re-New	436321	Permanent Staff Pass	Musabeh Bin Beyat	12/01/2009	A1761580	
Damage	466651	Permanent Staff Pass	WAFA WALID MARKHAN	09/06/2009	A1839766	
Re-New	470466	Permanent Staff Pass	Khuloud Mabrouk	05/07/2009	A1693181	
Re-New	471921	Permanent Staff Pass	Khadja Salem Mubarak	12/07/2009	1362109	

1 2 3 4

Exit

APMS Reports

Pass Report:

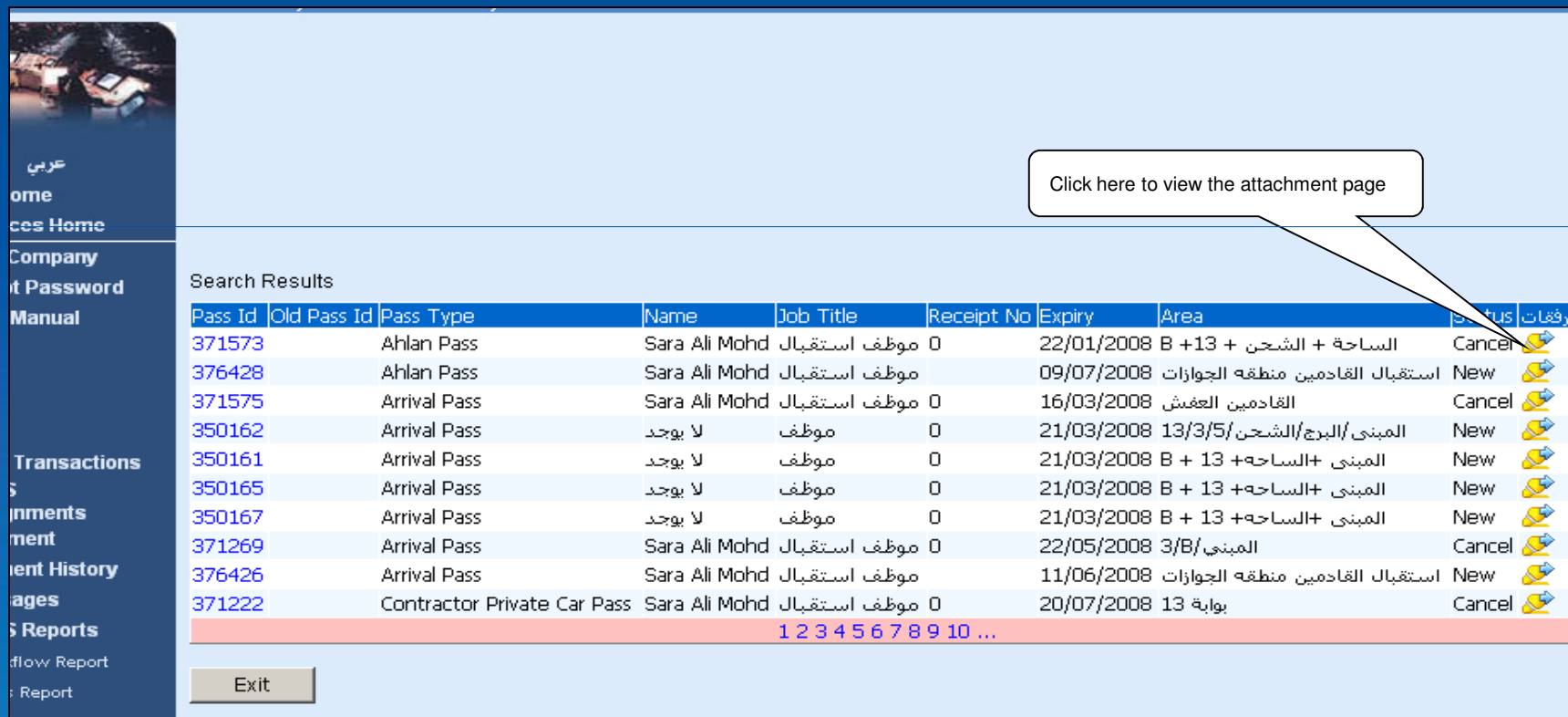
To view a full detailed report of the pass history :

1. click on “Pass Report” and search by one of the fields shown in the screen shot.
2. Then click on inquiry.











The screenshot shows the APMS web application interface. On the left is a dark blue sidebar menu with the following items: DIA Home, Services Home, New Company, Forgot Password, APMS (highlighted), Pass Transactions, APMS Assignments, ePayment, Payment History, APMS Reports, Workflow Report, Pass Report (highlighted with a callout 'Click Pass Report'), Profiles, Company User Sign, Edit Profile, Change Password, and SignOut. The main content area is light blue and titled 'Enter the criteria for Search'. It contains a search form with the following fields: Pass Type (dropdown menu), Pass Id, Old Pass Id, Display Name (Arabic), English Name, Passport, Plate No, Pass Issue, and Pass Expiry. Below these fields are 'Inquiry' and 'Exit' buttons. A callout 'Fill in one of the fields' points to the Old Pass Id field. Another callout 'Click on Inquiry' points to the Inquiry button. At the bottom of the page, there is a copyright notice: 'Copyright © 2005 Department of Civil Aviation - Dubai'.

Pass Report

Once you click on Inquiry, it will take you to “**Search Results**” page where you’ll find a full detailed report of your query. click on the “Yellow icon” to view the attachments.



Search Results

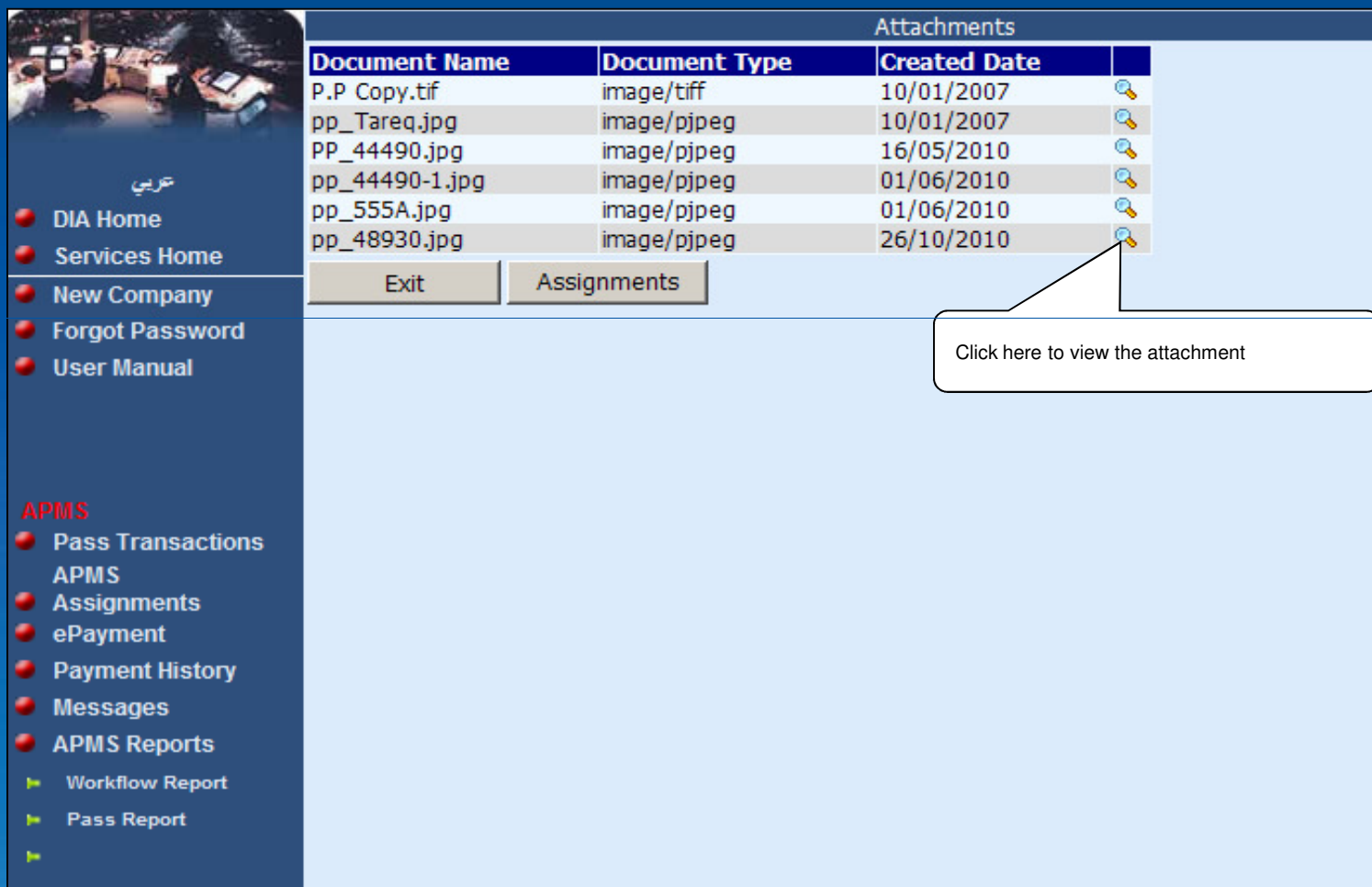
Pass Id	Old Pass Id	Pass Type	Name	Job Title	Receipt No	Expiry	Area	Status	مرفقات
371573		Ahlan Pass	Sara Ali Mohd	موظف استقبال	0	22/01/2008	B + 13 + الساحة + الشجن	Cancel	
376428		Ahlan Pass	Sara Ali Mohd	موظف استقبال		09/07/2008	استقبال القادمين منطقة الجوازات	New	
371575		Arrival Pass	Sara Ali Mohd	موظف استقبال	0	16/03/2008	القادمين العفش	Cancel	
350162		Arrival Pass	لا يوجد	موظف	0	21/03/2008	13/3/5 المبنى/البرج/الشجن	New	
350161		Arrival Pass	لا يوجد	موظف	0	21/03/2008	B + 13 المبنى + الساحة	New	
350165		Arrival Pass	لا يوجد	موظف	0	21/03/2008	B + 13 المبنى + الساحة	New	
350167		Arrival Pass	لا يوجد	موظف	0	21/03/2008	B + 13 المبنى + الساحة	New	
371269		Arrival Pass	Sara Ali Mohd	موظف استقبال	0	22/05/2008	3/B المبنى	Cancel	
376426		Arrival Pass	Sara Ali Mohd	موظف استقبال		11/06/2008	استقبال القادمين منطقة الجوازات	New	
371222		Contractor Private Car Pass	Sara Ali Mohd	موظف استقبال	0	20/07/2008	بوابة 13	Cancel	

1 2 3 4 5 6 7 8 9 10 ...







Exit

Pass Report – Attachment Page

In this page you will find all documents attached for each pass, with details



The screenshot displays a web application interface for viewing pass attachments. On the left is a dark blue sidebar with a menu. The top of the sidebar features an image of airport staff and the word 'تدريب' (Training). Below this are links: DIA Home, Services Home, New Company, Forgot Password, and User Manual. A section titled 'APMS' in red text follows, containing links: Pass Transactions, APMS, Assignments, ePayment, Payment History, Messages, APMS Reports, Workflow Report, and Pass Report. The main content area has a header 'Attachments' and a table with columns: Document Name, Document Type, Created Date, and an icon column. The table lists six attachments, all of type 'image/pjpeg' or 'image/tiff'. Below the table are 'Exit' and 'Assignments' buttons. A callout box points to the icon column with the text 'Click here to view the attachment'.

Document Name	Document Type	Created Date	
P.P Copy.tif	image/tiff	10/01/2007	
pp_Tareq.jpg	image/pjpeg	10/01/2007	
PP_44490.jpg	image/pjpeg	16/05/2010	
pp_44490-1.jpg	image/pjpeg	01/06/2010	
pp_555A.jpg	image/pjpeg	01/06/2010	
pp_48930.jpg	image/pjpeg	26/10/2010	

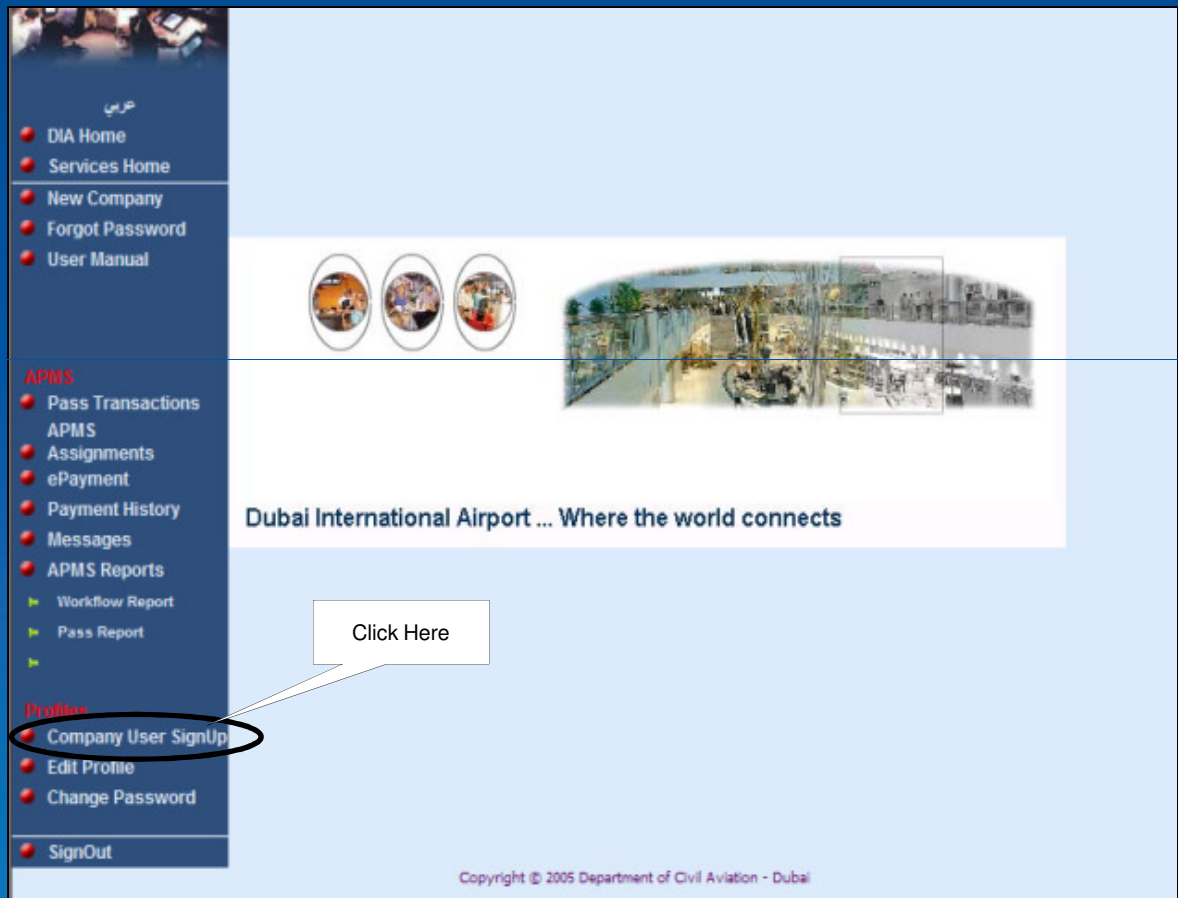
Profiles : Company User SignUp

If you would like to Edit on company profile data or User Profile data or if you want to create a new user then click on “Company User Sign Up”

Steps :

1. Go to Profiles and then click on “Company User Sign Up”.

Note: New user registration will be under the main admin of the company.



Company User Sign Up

For New User you have to:

1. Fill up all the required details.
2. After that Click on Sign Up.

Company user sign up Dubai - Monday, June 13, 2011

*** Required fields**

English name *
Arabic name
Username *
Password *
Confirm password *
Email *
Nationality
Address 1
Address 2
Mobile
Telephone
Fax
Gender
Date of birth
Receive SMS
Receive email

e-Services required
Al Majlis
Airport Pass Management System
Airport Driving Permit
Parking

Sign up **Reset**

Edit Profile

If you would like to edit on user profile Or your profile, then you have to follow these steps:

1. Click on Edit Profile or My Profile as shown in the screen-shoot.
2. Edit on the details then click on Change Profile

The screenshot displays the Dubai International Airport website interface. On the left, a vertical navigation menu lists various services, with 'Edit Profile' highlighted. The main content area shows the 'My profile' section, which includes fields for English name, Arabic name, Username, Email, Nationality, Address 1, Address 2, Mobile, Telephone, Fax, Gender, Date of birth, Receive SMS, and Receive email. The 'My profile' link in the left sidebar is also circled. A callout box with the text 'Click here once you finish editing on the profile.' points to the 'Change profile' button at the bottom right of the profile section.

Navigation Menu:

- DIA Home
- Services Home
- New Company
- Forgot Password
- User Manual
- APMS
 - Pass Transactions
 - APMS Assignments
 - ePayment
 - Payment History
 - Messages
 - APMS Reports
 - Workflow Report
 - Pass Report
- Profiles
 - Company User SignUp
 - Edit Profile**
 - Change Password
- SignOut

My profile section:

English name: alia tariq mahboob ali
Arabic name: طارق محبوب علي
Username: mahboob
Email: tariq_mahboob@dubaiairports.ae65
Nationality: uae
Address 1: dubai 645
Address 2: nad alshiba24
Mobile: +971 505520999
Telephone: 042162147
Fax: 042245900
Gender: ☒ Male ☐ Female
Date of birth: 20/06/1976
Receive SMS: ☐
Receive email: ☐

e-Services:

- AI Majlis
 - AI Majlis Booking
 - AI Majlis reservation list
- Airport Pass Management
 - New parking request
 - Parking request list
- Profiles
 - Company user sign up
 - Edit company profile
- User profile
 - My profile**
 - Change password
- Sign out

Change profile **Reset**

Change Password

1. Click on Change password
2. Enter your old password in the first field.
3. Enter your new password and on the third field re-type your new password.
4. Finally, click on Change
5. You will receive an email conforming the change of your password

The screenshot displays a web application interface for changing a password. On the left, a vertical menu lists various services: e-Services, Airport Driving Permit, AI Majlis (with sub-items AI Majlis Booking and AI Majlis reservation list), Airport Pass Management, Parking (with sub-items New parking request and Parking request list), Profiles (with sub-items Company user sign up and Edit company profile), User profile (with sub-item My profile), **Change password** (circled in black), and Sign out. The main content area is titled 'Change password' in red. It contains three text input fields: 'Please enter your old password', 'Please enter your new password', and 'Please re-enter your new password'. Below these fields is a 'Password strength' indicator showing '|Weak||Medium||Strong|'. At the bottom of the form are two buttons: 'Change' and 'Reset'.

Forgot Password

If you have forgotten your password then take the below steps:

1. Click on “Forgot password”
2. Enter your username OR your email
3. Then click on “Get password”
4. You will receive an email from us with your new password.

Note: the email address should be the same as the one entered during company registration

Airport e-Services

- > e-Services login
- > Individual registration
- > Company registration
- > Al Majlis booking
- > **Forgot password**

Forgot password

Please enter your username / your Email

Get password

Type your username or email here

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